

Peace Corps – Azerbaijan Volunteer Housing Coordinator

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over forty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

Position Summary: The Volunteer Housing Coordinator (VHC) works with Azerbaijani communities, families and landlords to find, negotiate and monitor housing for Peace Corps Volunteers prior to and during their service. The VHC mediates and resolves housing issues as they arise between Volunteers and host families or landlords. The VHC manages and documents the movement of Volunteers from one residence to another. The VHC trains other Peace Corps staff members as needed to perform checks of housing to ensure compliance with Peace Corps standards. The VHC manages and collects information from Volunteers related to their sites. The VHC participates in the selection of new sites for Volunteers. **Candidates should anticipate that at least one third of the time will be required for travel. Successful candidate will be required to drive self to regions (PC vehicle provided).**

Other Duties Include: Collecting, analyzing and presenting housing/cost information, drafting letters; managing the flow and storage of documents; interpreting and translating between English and Azerbaijani; making own travel arrangements; driving; communicating with other Peace Corps staff, Volunteers and members of other organizations. The VHC may also assist in training programs and perform other duties as assigned. The position is based in Baku, but responsibilities will require frequent travel to the regions and willingness to work extended hours as needed.

Qualifications Required: Azerbaijani driver's license and knowledge of safe driving techniques (candidates will be tested); English, Azerbaijani and Russian skills; excellent oral and written communication skills; knowledge of Word and Excel computer applications; a university diploma; diligence, patience, and a sense of humor; integrity and proven ability to maintain confidentiality; demonstrated teamwork and collegiality; ability to relate to people of diverse backgrounds.

Desired Qualifications: work experience with international organizations; familiarity with communities throughout Azerbaijan; and experience as an interpreter or translator.

Application deadline February 5, 2010

Application Process

You can download the Applications from www.azerweb.com or www.azerjobs.com or pick up from the Peace Corps Office. Qualified persons should submit completed application to the Peace Corps office: **2c Hasan Aliyev Street, Baku, Azerbaijan**, or via Email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24 Submit the following: 1) completed application form (see attached) 2) CV or Resume 3) a detailed written description of how you meet the position's qualifications. **Only short listed candidates will be contacted.**

Application deadline is February 5, 2010 6:00 PM.